

THE NEW ENGLAND CAROUSEL MUSEUM

Weddings

\$3,800 (Friday, Saturday, and Sunday)

\$2,800 (Tuesday, Wednesday, and Thursday)

5:30pm – 10:30pm

Maximum capacity is 150 people

Includes:

- Exclusive access to the entire Museum for your private 5-hour event

- 1 hour of Carousel rides

- Up to 7 hours of setup time on the day preceding the event (calendar permitting)

- 1 hour of breakdown time following the event

Museum provides:

- Venue Coordinator

- Carousel Operator

- 60” round tables and chairs

- Variety of 6’ and 8’ rectangular tables (inventory varies)

- Setup and breakdown of tables and chairs

- Air conditioning

Rules and Regulations

1. Upon booking, we require a \$500 deposit to hold the date. This deposit is non-refundable if the event is canceled by the client. In the event the client needs to reschedule the event, the Event Coordinator will work with the client to find a new date at no additional cost.
2. 50% of the final total must be paid by six months before the wedding. The final balance must be paid at least 10 days before the wedding.
3. Clients must provide a complete Vendor List Worksheet at least 10 days before the event. This will be given to Museum staff and security. Failure to do so may result in your vendors not being allowed in the building.
4. Rental pricing includes 2 site visits for clients and 1 site visit for caterer/vendor. Site visits must be scheduled in advance. Clients are welcome to visit any time with regular admission; however, the Event Coordinator may not be available.

5. Additional Event time and/or setup and breakdown time may not be added the day of the event. This must be arranged with the Event Coordinator at least 1 week prior to the scheduled event date. You will not be allowed into the space before your scheduled setup start time.

6. The New England Carousel Museum requires a Certificate of Liability naming the New England Carousel Museum as the additionally insured for all events. This document is due at least 10 days before the event.

7. We require that all Brass Ring Events are catered by a professional catering company. Any catering companies that have not previously worked at The Carousel Museum must schedule a meeting and/or call with the Event Coordinator.

8. Caterers must remove all leftover food and catering trash from the premises. Please see Outside Catering Agreement document for details on Catering/Food & Bar service rules.

9. We require a bartender for all events serving alcohol. Guests of the wedding are not allowed to serve any alcohol, nor are they allowed behind the bar.

10. All items brought in or rented for your event must be removed from the Museum following your event (during the 1 hour of allotted breakdown time). Nothing may be left over night for a next day pickup.

11. You must drop off and pick up your items on the agreed date and time. The Museum is not responsible for personal belongings left in the Museum, which includes but is not limited to equipment, dishware, linens, food, beverages, or personal affects.

12. For the safety of the guests, staff, and the collection - Children under the age of 15 must be accompanied by an adult (18 or older) when outside or exploring the downstairs areas of the Museum during the event. This includes during setup and breakdown times.

13. Clients and guests are not allowed to move any collection pieces or open/close any windows or adjust the temperature.

12. Indoor Carousel weight capacity is limited to 165 lbs. per horse and 250 lbs. per chariot.

14. For the protection of your guests and the Museum's collection, the following are prohibited from the Museum... Glitter, confetti, confetti balloons, bubbles, bubble wands, fog machines, cotton candy machines, popcorn machines, kegs (unless on a stand) and candles. The use of propane is also not allowed in the building.

15. Please respect the Museum's physical building and collection. Please do not touch exhibit pieces. Please be respectful of guests touring the Museum as we are open to the Public until 5pm on your setup and event days.

16. Please respect the outside areas of the Museum property and parking lots belonging to our neighbors who kindly allow us to use parking for your event. Parking out back is not allowed during the event. Guests must park in the designated areas.

17. The Museum reserves the right to remove any event guest who does not abide by the outlined Facility Rules and Regulations above or is intoxicated.

18. Museum exhibits and décor change often. The museum reserves the right to alter exhibit and décor items without notice. Please check the holiday decoration schedule before booking during the November/December Holidays.